# Writing Effective Self Assessments

# Overview

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- **Helpful Hints** - Things to Do
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# What is a Self Assessment?

- A self assessment is your description of accomplishments related to the critical elements and performance standards identified in your performance plan.

- The self assessment should provide the supervisor with a clear picture of your performance and accomplishments.

# Getting Started

- Review your organizational goals and critical elements

- Review records of your work (emails, memos, project files, productivity records)

# Establishing a Recording System

- Create a system for recording accomplishments. This can be hard copy or electronic, depending on what works best for you. Some suggestions include:
  - Files of Work Products
  - Statistical data or other metrics
  - E-mail Folder (Create separate folder for performance related items)
  - Letters, memos, or email correspondence. *Word Document, updated as needed
  - Notes on Planner or Calendar
  - File Folder(s) to maintain copies of documents
  - Establish a process for reviewing and recording your accomplishments on a regular basis, e.g., once a week. Make a note of significant items, or put a copy into your file. Identify the critical element which is linked to the accomplishment.

# Characteristics of Significant Accomplishments

**Competing priorities**

- High visibility
- High level of difficulty
- Represent the Org/Unit in inter/intra agency forum(s)
- Require innovation
- Require problem solving skills

**Org/Unit-wide impact**

- Lead special group/project
- Short deadlines
- Wide scope of coordination
- First time

# Self Assessments
# Using the STAR Format

The S.T.A.R. format is an easy and short way to capture performance activities and accomplishments.

# The STAR Format

- **S**ituation: Describe the conditions under which you achieved your critical elements
- **T**ask: Describe what you did during the year to create the results you achieved.
- **A**ctivity/**A**ction: Include additional activities you completed, or actions you took that contributed to your results
- **R**esult: Describe what you accomplished.

# STAR Examples

For each Critical Element…

answer the following questions

- **Situation:** What was the situation I faced?
- **Task:** What was my task in that situation?
- **Activity:** What activity/action did I take?
- **Result:** What result(s) did my action(s) produce?

# Self Assessments Are Optional

## However, you are your First and Best Advocate!

- Self Assessments for the Interim Review and Annual Appraisal are entered into the automated Performance Appraisal Application Tool.
  - Review your critical elements
  - Review your record of accomplishments
  - Determine which accomplishments are the most significant in terms of contribution to mission and organizational goals
  - Must have at least one accomplishment for each critical element.

# Writing the Self Assessment

- Draft and save as a “Word” document
- Address each critical element
- Focus on the results; your contributions to the mission and accomplishments
- Be specific, factual, clear, and concise
- Check grammar and spelling
- Use action verbs, active voice

# Helpful Hints - Things Not to Do

- Do not use the task oriented language from your position description
- Do not list accomplishments without referencing the critical element
- Do not use terms or acronyms that others may not know
- Do not assume that your supervisor or reviewing official is familiar with every detail of your job

# Helpful Hints - Things to Do

- Be Aware of Limited Space in the Automated Tool
  - Interim Review Self Assessment, limited to 2000 characters
  - Annual Appraisal Self Assessment, limited to 2000 characters

# Performance Appraisal Application Tool

- Electronic support tool accessed by ***My Biz*** and ***My Workplace*** via DCPDS
- Helps employees and managers/supervisors manage performance
- Streamlines processes
- Automates documentation requirements
- DCPDS requires CAC Card to access
- User guide available with sections for the employee and the rating official

# Performance Appraisal Application Tool

***MyBiz*** (Employee's Access):

- Initiate or participate in developing your performance plan.
- View and edit information related to your plan.
- Enter critical elements, self-assessments, and other information related to your performance plan and annual appraisal.
- Route information to your rating official.
- Acknowledge that performance-related results have been communicated to you.

# Performance Appraisal Application Tool

***MyWorkplace*** (Rating Official's access):

- Initiate and edit information related to your employee's performance plans.
- Enter critical elements, assessments, and other information related your employee's performance plan and appraisal.
- Route plan and appraisal information to your employees.
- Submit final ratings.
- Edit ratings.
- Change rating official assignments.

# *Summary*

- The employee self assessment is a critical part of the Performance Appraisal Program.
- Provides an opportunity for you to highlight your significant accomplishments
- Focuses on results
- Remember that substance is more important than writing style.
- Self assessment are reviewed by your rating officials and considered in preparing your annual appraisal.
- Though optional - your own self assessment provides an opportunity for you to communicate with your rating official on your performance

# Questions